



APPLICATION FOR SPECIAL PERMIT

- 1.-The original application and 3 application copies must be time stamped in the City Clerks office before coming to the Planning Department.
- 2- File one copy of the application with the City Clerk in accordance with the requirements of Section 2.1. Applicant will retain one copy.
- 3- File original and one copy of the application, one mylar, ten copies of the plan and an abutter's list with the Planning Department.

4- Applicant to provide envelopes and postage affixed to cover the expense of notifying abutters of the hearing and decision. Count from abutter's list and 6 for surrounding towns times 2 for two mailings.

In accordance with the provisions of Section 22-11(c) of the Leominster Zoning Ordinance, the undersigned hereby requests that a Special Permit be granted for the purpose of constructing a building on a lot abutting an unaccepted street.

Applicant Name: _____
Address: _____
Tele./Fax/Email: _____

Owner Name: _____
Address: _____
Tele./Fax/Email: _____

Option Holder Name: _____
Address: _____
Tele./Fax/Email: _____

Name of Engineer or Surveyor: _____
Address: _____
Tel./Fax/Email: _____

Registry of Deeds: Book _____ Page _____ Map _____ Parcel _____

Location and Description of Property: _____

Zoning District: _____ City Water? Yes / No City Sewer? Yes / No

Property owner's certification: I/we hereby certify that the applicant(s) cited above have been authorized by me/us to file this application with the Planning Board on property that I/we own.

Signature of Applicant _____
Date: _____

Signature of Owner(s) _____
Date: _____

FEE: \$200.00 plus \$2.00 for each parking space and \$150.00 for required legal advertisement. Non-refundable

☐ **Contact Sandie Chacon / Technical Review Board
978-534-7525 ext. 260 or schacon@leominster-ma.gov**

SPECIAL PERMIT CHECKLIST

- ☐ Original and 3 copies of the application form completely filled out.
Must be time stamped in the Clerks office.
- ☐ A cover letter that gives a detailed description of the project and what action the applicant expects
- ☐ Ten copies of an acceptable plan. 3 copies of small size plans if available
- ☐ Autocad format of the plan which is compatible with the City's GIS System.
- ☐ Cash or check payable to the City of Leominster
\$200.00 for application
\$150.00 for legal advertising
\$2.00 for each parking space

Can be included in one check

- ☐ Certified List of abutters. This list must have names and addresses obtained from the Assessor's Office. The Planning Department will make the labels.
- ☐ The applicant to provide envelopes with postage affixed to cover the expense of notifying parties in interest of the hearing and decisions. The total of envelopes needed is determined by the abutters list times 2 and 12 envelopes for surrounding towns. This is for two mailings. Please, no return addresses on the envelopes.

If you have any questions regarding your application please call the Planning Department at 978-534-7525 ext. 255.

Now that you ready to file with the Planning Board- you may be asked to attend the Mayor's Technical Review Board meeting.

The Board is made up of a representative from each City Department and serves two purposes. The first purpose is to remain on top of projects in the pipeline in the City and the other is to assist the applicant through the permitting/planning process.

The Technical Review Board meets monthly and during the work day. The meetings take place in the TA Conference Room top floor-room 10 in City Hall. Sandie Chacon of the Planning Department organizes these meetings. Please call/e-mail her to see if you should be placed on the agenda at 978-534-7525 ext. 260 or schacon@leominster-ma.gov.

Section 22-13 Special Permits

- 13.1 The Zoning Ordinance and the Table of Uses (Section 22-26) provide for specific types of uses which shall be permitted only in specified districts upon the issuance of a Special Permit. Special Permits may be issued only for uses which are in harmony with the general purpose and intent of the Ordinance, and shall be subject to general and specific provisions set forth herein. Such permits may also impose conditions, safeguards and limitations on time or use.
- 13.2 The Special Permit Granting Authority may grant a Special Permit authorized by this Ordinance if said Board finds, when applicable, that:
 - 13.2.1 The proposal is suitably located in the neighborhood in which it is proposed and/or to the entire City, as deemed appropriate by the SPGA;
 - 13.2.2 The proposal is compatible with existing uses and other uses permitted by right in the same district;
 - 13.2.3 The proposal would not constitute a nuisance due to air and water pollution, flood, noise, dust, vibration, lights, or visually offensive structures and accessories;
 - 13.2.4 The proposal would not be a substantial inconvenience or hazard to abutters, vehicles or pedestrians;
 - 13.2.5 Adequate and appropriate facilities would be provided for the proper operation of the proposed use;
 - 13.2.6 The proposal reasonably protects the adjoining premises against any possible detrimental or offensive uses on the site, including unsightly or obnoxious appearance;
 - 13.2.7 The proposal ensures that it is in conformance with the sign regulations of the Ordinance (see Article XII);
 - 13.2.8 The proposal provides convenient and safe vehicular and pedestrian movement within the site in relation to adjacent streets, property or improvements;
 - 13.2.9 The proposal ensures adequate space for the off-street loading and unloading of vehicles, goods, products, materials, and equipment incidental to the normal operation of the establishment or use;
 - 13.2.10 The proposal provides adequate methods of disposal and/or storage for sewage, refuse and other wastes resulting from the uses permitted or permissible on the site, and methods of drainage for surface water;
 - 13.2.11 The proposal ensures protection from flood hazards, considering such factors as the following: elevation of buildings; drainage; adequacy of sewage disposal; erosion and sedimentation control; equipment location; refuse disposal; storage of buoyant materials; extent of paving; effect of fill, roadways or other encroachments on flood runoff and flow; and
 - 13.2.12 The proposal ensures protection of water quality in both public and private supplies.
- 13.3 Special Permits shall only be issued following public hearings held within sixty-five days after filing of an application with the Special Permit Granting Authority. Depending on the type, Special Permits shall be issued, as designated elsewhere in this Ordinance, from among the City Council, the Board of Appeals, or the Planning Board. Each Special Permit Granting Authority shall adopt and from time to time amend rules relative to the issuance of such permits; and shall file a copy of said rules in the Office of the City Clerk. Such rules shall prescribe a size, form, contents, style and number of copies of plans and specifications and the procedure for a submission and approval of Special Permits. Special Permit Granting Authorities shall take final action within ninety days following a public hearing for which notice has been given by publication and posting, and by mail to all parties in interest. Failure by a Special Permit Granting Authority to take final action upon an application within said ninety days of the public hearing shall be deemed to be a grant of the permit applied for. Special Permits issued by a Special Permit Granting Authority shall require a two-thirds vote of authorities with more than five members and a vote of at least four members of five-member authorities.
- 13.4 Special Permits shall lapse two years after issuance if a substantial use thereof has not commenced except for good cause, or, in the case of a permit for construction, if construction has not begun within two years except for good cause.